

PROMOTION FROM INTERNAL NEWSLETTER:

Are You Ready to Handle A Reporter's Call?



At times, you may find yourself on the receiving end of a phone call from a reporter.

If a reporter or member of the media reaches out to you directly, do not engage with the person. Politely direct him or her to the [Press Office](#) in the [Office of Communications & Marketing](#). It's easy -- he or she can simply email media@gsa.gov.

[Read More.](#)

FULL STORY:

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The U.S. General Services Administration speaks with one voice to make sure there's clarity and accuracy in our message. That means all inquiries from representatives of the media should be referred to the agency's Press Office, whether it's our [Central Office](#) or a [Regional location](#).

Our Press Office colleagues are charged with the responsibility for providing the information as necessary and coordinating with the reporter to speak with the GSA employee who has the appropriate expertise.

It is the GSA Press Office which has the responsibility and authority to officially respond to questions from the media. That holds true whether the caller is looking for an interview, is looking for photo or other art, or simply has "a quick question."

Press Inquiries Regional Locations

ALL inquiries from representatives of the press (including student reporters) for GSA and its employees should be immediately directed to the Press Office designated to assist as appropriate, either within the Central Office or a Regional location. If you're in a Regional office, send the request to your regional public affairs officer first.

The Office of Communications & Marketing also provides its expertise when it concerns employees who are called upon to deliver remarks for conferences, public forums, etc. If you or

a colleague have such an event on your calendar, [contact the Press Office](#) in advance to ensure you or your colleagues have the necessary support.

Learn more about the [Office of Communications & Marketing](#) and the GSA Press Office.

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